

Central Intelligence Agency



Washington, D.C. 20505

OTE 87-3505

17 JUN 1987

Mrs. Pat Shottle
Secretarial Skills Center
Internal Revenue Service
Washington, DC

Dear Mrs. Shottle:

Thank you for taking time out of your busy schedule to attend the second annual Secretarial Training Conference on 9 June. Your willingness to share information about your program contributed greatly to the success of the meeting. Many of the participants said they had gained much from the exchange of information and had gleaned many ideas for possible revisions to their curriculums.

We look forward to seeing you at next year's conference. In the meantime, if you have any information you wish to share with us, or if you have any questions, please call [redacted] on [redacted]

STAT-
STAT

Sincerely,

A rectangular box used to redact the signature of the Director of Training and Education.

STAT

Director of Training and Education